Specifications for Report Series Numbering for the Inventory and Monitoring Program

Alaska Region

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Acronyms:

AARWP	Annual Administrative Report Work Plan
ADNRSS	Associate Director, Natural Resource Stewardship and Science
AKR	Alaska Regional
AKSO	Alaska Region Support Office
ARCN	Arctic Network
CAKN	Central Alaska Network
DDS	Digital Data Series
I&M	Inventory & Monitoring (Program)
ITR	Information and Technology Report
NPS	National Park Service
NRR	Natural Resource Report
NRTR	Natural Resource Technical Report
RSN	Report Series Number
SEAN	Southeast Alaska Network
SWAN	Southwest Alaska Network

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Purpose

The purpose of the Report Series Number is to provide a uniform format for the creation of unique but compatible report numbers. The use of this guideline will enable issuing parks and networks to assign their report numbers so that the numbers will be compatible in format with those assigned by others. Databases serving bibliographic information will be able to provide lists of reports by number without confusion. Similarly, libraries, information centers, and other report users will be able to identify, locate, and easily organize report literature according to a consistent and accepted pattern. The standard will also enable users to cite reports efficiently and accurately.

Report Series Number:

The Report Series Number (RSN) is the unique identifying number of a publication. The number is assigned by a central authority to coordinate and monitor.   It is the system number for filing, archiving and requesting natural resource reports.

The Report Series Number consists of two groups of characters: the Report Code, indicating the issuing organization and offices and the type of report, and; the Sequence Group, indicating unique identification number. The two groups of characters are separated by two hyphens.

Agency/National Series – Originating Office/Type of Report – Year/Sequential Number of that report type

Example:

NPS/AKRSWAN/NRTR–2003/01

Report Code:
NPS = Agency – National Park Service
AKR = Regional Series - Alaska
SWAN = Originating Office – Southwest Alaska Network
NRTR = Type of Report – Natural Resource Technical Report
Sequence Group:
2003 = Year
01 = Sequence Number, 1

Note: There are no spaces within the Report Number.

Report Code:

The Report Code designates the issuing organization, originating office, and the type of report.

Issuing Organization:
This will always be NPS.

Regional Series:
The region in which the subject occurs. For Alaska this will always be AKR. This code will quickly separate any documents associated with Alaska.

Originating Office:
This is the office in which is responsible for the report. Use the appropriate Park Code for a value. For example, if the Inventory & Monitoring Program, Central Alaska Network (CAKN) contracts to the Nature Conservancy to complete a report, the Originating Office would be CAKN. If the Alaska Region Support Office coordinates the report for the entire region, the Originating Office would be AKSO. If a Kenai Fjords National Park completes a report for a subject within it's park boundaries, the Originating Office is KEFJ.

Types of Report:
The types of reports receiving a Report Series Number are as listed in Table 1. The Natural Resource Technical Report Series and the Natural Resource Report Series are specified by the NPS Natural Resource Publications Management Handbook. The other Report Series were based from US Geological Survey publication series and have been incorporated into the Inventory & Monitoring Program for the Southwest Alaska Network.
(http://pubs.usgs.gov/products/books/ and
http://biology.usgs.gov/science/publications.html)

The types of reports not receiving a RSN are interim reports that will be replaced by final reports or short-term reports. For example, annual reports that will be replaced by a final report, or notebooks for a workshop that will be replaced by the final monitoring plan. Another example is posters for short-term purposes.

Other types of reports not receiving a RSN are reports submitted to Alaska Park Science and to Journals. These publications will use the Alaska Park Science's or specific Journal's publication identification.

Table 1: Types of Reports

Acronym	Type of Report	Definition
NRTR	Natural Resource Technical Report (Regional Technical Report)	A document that conveys the results of basic or applied research and support decisions based on those results. A report includes the ancillary information necessary for interpreting, applying and replicating the results or techniques of an investigation. The primary purposes are to disseminate the results of a scientific and technical research and to recommend action.
NRR	Natural Resource Report (Regional Natural Resource Report)	Natural Resource Reports are the designated medium for disseminating information on critical, current natural-resource management with managerial application. This series allows authors to quickly convey in lay language information from study with management and resource-program implications to park managers and to a general, diverse audience.
ITR	Information and Technology Report	These reports are intended for publication of book-length monographs, synthesis documents, compilations of conference and workshop papers; important planning and reference materials such as strategic plans, standard operating procedures, protocols, handbooks, and manuals; and data compilations such as tables and bibliographies.
DDS	Digital Data Series	The Digital Data Series distributes large amounts of digital data through the medium of CD-ROM or DVD.

Sequential Group:

The second portion of the Report Number is the Sequence Group. It follows the Report code by the group separator (two hyphens --). It constitutes the portion that is assigned in sequence by the central authority. The Sequence Group is made up of the four digit year, followed by a slash (/) as a separator, followed by a two-digit sequence number.

Sequence Number Assignment:

The sequence number assignment is managed centrally by the Regional Editor or designated staff.

Types of Reports:
- Natural Resource Technical Report
- Natural Resource Report
- Information and Technology Report
- Digital Data Series

Natural Resource Technical Report

Natural Resource Technical Reports (NRTR) at the regional level are the designated medium for initial and quick dissemination of data and study results in the National Park Service prior to or during development of journal-quality articles. The series focuses on study that is directly applicable to resource management in a region or is of interest to a specialized, geographical readership. The reports provide authors with a forum for displaying lengthy data that are often not provided in journals because of page limitations.

Purpose:
The purpose of the NRTR is to provide the widest and earliest possible dissemination of scientific and technical information to park managers in a geographical region.

Audience:
- Resource managers with technical background
- Scientists
- Educated lay public

Content:
Biological, physical, and social-science study that addresses natural-resource management in the National Park System units of an NPS region or geographical area; inventories and monitoring; scientific literature reviews; bibliographies;

and peer-reviewed proceedings of technical workshops, conferences, or symposia.

Examples:
- State of the Network Reports
- Final Inventory Reports
- Annual Administrative Report Work Plan (AARWP)
- Superintendent Annual Report
- GPRA Strategic Plan
- Inventory & Monitoring Posters
- Notes and Fact Sheets
- Research Papers
- Time-series analysis and interpretation of monitoring
- Symposium proceedings

Review:
In-house or anonymous peer review should be done to ensure technical quality and accuracy of information. If applicable, ADNRSS review. Consult with the "Interim Peer Review Guidelines for the Inventory and Monitoring Program, Alaska Region."

Format:
Use the "Specifications for Annual Progress Reports and Final Reports Submitted to the Alaska Inventory and Monitoring Program" format. Reports are variable in length. The report may contain several titles under a single cover or one single title or subject per issue. Desktop-published, word-processed, or typewritten copy may be used, usually standard 8½-x-11-inch size and standard stock cover and design. The use of windows on covers is optional. Presentation often includes illustrations and tables.

Publication Schedule:
At the discretion of a regional director or his/her delegates.

Natural Resource Report

Natural Resource Reports (NRR) are the designated medium for disseminating information on critical, current natural-resource management with managerial application. This series allows authors to quickly convey in lay language information from study with management and resource-program implications to park managers and to a general, diverse audience.

Purpose:
Promotion of the widest and earliest possible dissemination of information of current natural-resource management in lay language.

Audience:
- Superintendents
- Scientists
- Technical personnel
- Lay public
- Resource managers
- Non-technical personnel
- Interpreters

Content:
The NRR series contain information on technologies and resource management methods; practical resource-management papers; peer-reviewed proceedings of resource-management workshops or conferences; and natural-resource program descriptions and resource-specific action plans.

Examples:
- Inventory & Monitoring Annual Report
- Natural Resource Year in Review
- Regularly published newsletters
- Maps??

Review:
In-house or anonymous peer review should be done to ensure quality and accuracy of information and to ensure that a topic is focused on managerial application. Because reports may explicitly address policy issues, region-appointed reviewers must ensure consistency with NPS policy and clear and appropriately stated relations to NPS policy.

Format:
Reports are variable in length. The report may contain several titles under a single cover or one single title or subject per issue. Desktop-published, word-processed, or typewritten copy may be used, usually standard 8½-x-11-inch size and standard stock cover and design. The use of windows on covers is optional. Presentation often includes illustrations and tables.

Publication Schedule:
At the discretion of a regional director or his/her delegates.

Information and Technology Report

Information and Technology Reports (ITR) at the regional level are the designated medium for disseminating information on important reference

materials. This series focuses on information management, technology, and procedures. The reports provide the author with a forum for providing the technical details for standard operating procedures. The ITR series is similar to the Technical Report series, but is specific to technology.

Purpose:
Provide the widest and earliest possible dissemination of information management procedures to NPS managers.

Audience:
- Technical personnel
- Scientists
- Resource managers
- Program managers

Content:
The report contains information on important planning and reference materials such as strategic plans, standard operating procedures, protocols, handbooks, and manuals; and data compilations such as tables and bibliographies.

Examples:
- Standard operating procedures
- Technology related protocols
- Guidelines
- Handbooks
- Technology review or summary reports

Review:
In-house or anonymous peer review should be done to ensure quality and accuracy of information and to ensure that a topic is focused on managerial application. Because reports may explicitly address policy issues, region-appointed reviewers must ensure consistency with NPS policy and clear and appropriately stated relations to NPS policy.

Format:
Reports are variable in length. The report may contain several titles under a single cover or one single title or subject per issue. Desktop-published, word-processed, or typewritten copy may be used, usually standard 8½-x-11-inch size and standard stock cover and design. The use of windows on covers is optional. Presentation often includes illustrations and tables.

Publication Schedule:
Irregular.

Digital Data Series

The Digital Data Series (DDS) at the regional level are the designated medium for disseminating data. The DDS recognizes the need to distribute large quantities of data and the need to distribute "packaged" reports, data, and applications.

Purpose:
Provide the widest and earliest possible dissemination of data and packaged information sets.

Audience:
- Technical personnel
- Scientists
- Resource managers
- Program managers

Content:
The DDS contains complete and packaged information requiring mass-storage for distribution.

Examples:
- Scanned aerial photos
- Water quality data for several years
- Climatic data prepared for analysis of multiple uses
- Application integrating photos, data, and other media
- Benchmark data and analysis of research
- Complete package of Inventory data, photos and reports

Review:
In-house or anonymous peer review should be done to ensure quality and accuracy of information.

Format:
The media used must use mainstream technology and current with common government computers, such as CD-ROM, DVD, and in special cases, VHS video. Documentation of the content must be included.

Publication Schedule:
Irregular and as needed.

References:

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